



March 5, 2021

MODIFIED RATES ON SPEAKERS' HONORARIUM

I. RATIONALE:

An officer/employee is entitled to honoraria as provided in Section 288, Article 2, Chapter 5 of the Government Accounting and Auditing Manual dated January 1, 1992 as a gesture of appreciation for the services rendered as resource speaker/lecturer.

Guidelines on the above entitlement was included in the Revised Guidelines/Procedures and Accounting System of NEA Trainings Funds approved by NEA Board of Administrator (BOA) per BR no. 144 on October 20, 2017. This was further amended particularly on Honorarium which was approved by NEA BOA through Board Resolution No. 62 on March 29, 2019.

However, aforesaid Guidelines is no longer attuned with the increase in Travel Allowance/Per Diem per EO no. 77 dated March 15, 2019. Hence, the revision is issued to harmonize payments of honorarium.

II. OBJECTIVES:

1. To align the rates of honorarium with the current increase rates of travel expenses/per diems.
2. Ensure the rates are fairly reasonable, cost effective and within the financial capability of the agency.

III. DEFINITION OF TERMS:

1. **Resource Person**- refers to any person by virtue of his/her expertise and who serves as lecturer on any specialized discipline/technical field of knowledge in training programs, seminars, conferences, symposia, and other learning field.
2. **Honorarium** - a form of compensation given as token of appreciation or reward for service on account of one's broad and superior knowledge of expertise in a specific field when the payment is determined through the person's qualifications and other criteria as proposed in this guidelines.

IV. TYPES OF HONORARIA

1. Those paid to NEA official and/or employee who is requested to speak, lecture or act as a resource person in seminars, workshops, conferences, trainings or other related activities.
2. Those paid to EC official and/or employee who is invited by NETI to act as Resource Person by virtue of his/her expertise in a specific subject area.

V. HONORARIA

A. Rates

A.1. NEA

- a. The plantilla position and salary grade in the field of specialization shall be considered in the computation of honoraria.
- b. Below are the amount/rate of honoraria for the services in per day basis and the qualifications criteria and parameters to be used for computing the rate of honoraria:

Present Plantilla Position	Salary Grade	Allowable Honoraria per day
Administrator/ Deputy Administrator	28-30	Php 8,000.00
Department Manager	25-26	6,500.00
Division Manager	23-24	5,000.00
Section Head	21-22	4,000.00
Supervisory/Officer Level	20 below	3,500.00

A.2. ELECTRIC COOPERATIVE

- a. The educational attainment, position, and years of experience in the field of specialization shall be considered in the computation of honoraria.
- b. The following are the qualifications criteria and parameters to be used for computing the rate of honoraria:

Educational Attainment (30%)	Present Position (30%)	Years of Experience in Field of Specialization (40%)
Doctoral Degree (30 Points)	General Manager, Board of Director, Department Manager (30 Points)	Above 10 Years (40 Points)
		7 - 10 Years (35 Points)
Masteral Degree/Diploma Course (25 Points)	Division Manager, Supervisor (25 Points)	Below 7 Years - 4 Years (30 Points)
College Degree (20 Points)	Below Supervisory Level (20 Points)	Below 4 years (25 Points)
College Level (15 Points)		

- c. The amount/rate of honoraria for the services shall be in per day rate basis, considering the above set of criterial with corresponding points as follows:

Points	Allowable Honoraria Per Day	
91-100 points	Php	8,000.00
81-90		6,500.00
71-80		5,000.00
61-70		4,000.00
60 pts. Below		3,500.00

B. General Guidelines

1. The employee who will be tapped as Resource Speaker shall act on official capacity for the duration of his/her speaking engagement.
 2. For half day lecture, the one (1) day allowable honoraria rate shall be divided by eight (8) hours and shall be paid for the actual number of hours worked.
- VI.** This policy/guidelines shall be subjected to annual evaluation to determine its relevance and if objectives have been attained. If necessary, the guidelines may be amended and revised accordingly to meet the requirements of the service and NEA's objectives.
- VII.** This guidelines shall take effect immediately upon publication in the NEA website.

Prepared by:



SITTIE JONAILY B. MAMA
Internal Control Officer A

Checked by:



JOSEPHINE C. ROSILLO
Supervising Internal Control Officer

Reviewed by:



ILUGEN P. MABANSAG
Division Manager, FSAD

Recommending Approval:



JUDY B. ARCILLA
Department Manager, IAQSMO

Conformed by:



NORA I. RIVERA
Department Manager
NEA-EC Institute



MILAGROS A. ROBLES
Acting Department Manager
Finance Services
Chri



JONA E. ANDAL
Department Manager
Human Resources &
Administration

Noted by:



ATTY. ROSSAN S. ROSERO-LEE
Deputy Administrator for Legal Services

MODIFIED RATES ON SPEAKERS' HONORARIUM

Approved:

BOARD AUDIT COMMITTEE


RENE M. GONZALES
Chairman


ALIPIO CIRILO V. BADELLES
Member


AGUSTIN L. MADDATU
Member